

RECORDS DISPOSITION SCHEDULE 50

FAIR HOUSING AND EQUAL OPPORTUNITY

This schedule covers the official copy of records created by the Office of Fair Housing and Equal Opportunity and its predecessors (Headquarters and Field) under the authority of Title 42 U.S.C. 3533(a).

Item

No.

Description of Records

Disposition

Original Complaint and Compliance Review Case Files. A chronological history of complaints or compliance reviews from submission or initiation to final action, and all conciliation or voluntary efforts used to achieve compliance. Complaints and/or Compliance Reviews pursuant to Title VI of the Civil Rights Act of 1964; Title VIII of the Civil Rights Act of 1968, as amended by Section 808(b) of the Housing and Development Act of 1974; Executive Orders 11246, 11375, 11063, 11625, and 11478; Section 3 of HUD Act of 1968; Section 109 of the Housing and Urban Development Act of 1974; Section 28 of the Fair Labor Standards Amendments of 1974; any violations of HUD contract provisions involving civil rights or equal opportunity considerations, constitutional violations and investigations and compliance reviews pursuant to those statutes and Executive orders. The official file is the file created or maintained in the office having final authority to determine or decide the case. If a combined review is made in conjunction with a complaint investigation, the papers generated become a part of the complaint file.

1. Archival sample (Complaint and Compliance Review Cases). Criteria for selection: Cases chosen should balance both the successes and failures of the program. A judicious selection includes cases which reveal ordinary or extraordinary problems. Unusual cases should be chosen for their illustration of new approaches; the precedents which they set; their effect on policy; and the new administrative, social, political, and legal problems they engender.

PERMANENT. Select 5 samples per year. Place in inactive file until volume amounts to 5 cubic feet. Retire to Federal Records Center. Offer to National Archives 25 years after retirement. (NARA Job NC-207-76-2, item 1)

Determination of which cases are to be offered to the National Archives is to be made at the time the files are retired to Federal Records Center for storage, and these cases are to be retired in a separate accession. (Selection is to be made by the Office of Fair Housing and Equal Opportunity.)

See items 2 and 4 for disposition of other cases.

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2.	Complaint Case File.	
a.	Original complaints, affidavits, incoming correspondence, copies of outgoing correspondence, receipts for certified mail, original final investigation reports, conciliation agreements, and related correspondence.	Retire to Federal Records Center 1 year after final adjustment or case is closed. Destroy 5 years after case is closed. (NARA Job NC1-207-78-5, item 2(a))
b.	All other copies.	Destroy on site 2 years after final adjustment or case is closed. (NARA Job NC1-207-78-5, item 2(b))
3.	Background documents not included in complaint case file, including investigator's working papers.	Destroy on site 2 years after final adjustment or case is closed. (NARA Job NC-207-76-2, item 3)
4.	Compliance review case files and reports. Findings and recommendations concerning a recipient's compliance or noncompliance with relevant statutes and regulations, including any plan for voluntary compliance. Determination that a need to examine the operations of a recipient exists. Also includes exhibits, background documents, and reports.	Retire to Federal Records Center 1 year after final adjustment or case is closed. Destroy 5 years after case is closed. (NARA Job NC-207-76-2, item 4)
5.	Employee Complaint Case Files. Complaints of discrimination by employees of, or applicants for, employment with the Department.	
a.	When case is resolved within HUD.	Retire to Federal Records Center 1 year after final adjustment or case is closed. Destroy 5 years after case is closed. (NARA Job NC-207-76-2, item 5a)

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Item No.	Description of Records	Disposition
b.	When case is resolved by Office of Personnel Management.	The official case file is retained by OPM according to their records control schedule. (NARA Job NC-207-76-2, item 5b)
c.	All other copies of EEO complaint case files or duplicates of documents pertaining to case files which are included in case files retained under item 5 above.	Destroy on site 1 year after final adjustment or case is closed. (NARA Job NC-207-76-2, item 5c)
d.	All background documents pertaining to the case but not included in case files retained under item 5a above.	Destroy on site 3 years after final adjustment or case is closed. (NARA Job NC-207-76-2, item 5d)
6.	Incomplete complaint case files. Cases which do not proceed to full or regular investigation; lack of jurisdiction, or charging party cannot be located.	Destroy on site 1 year after last action. (NARA Job NC-207-76-2, item 6)
7.	Copies of complaint case files referred to State and local agencies. Complaints allege violations of State and local laws referred to State and local agencies for processing.	Retire to Federal Records Center 1 year after final adjustment or case is closed. Destroy 5 years after case is closed. (NARA Job NC-207-76-2, item 7)
8.	Program subject file, ("working paper file"), general complaint correspondence, and complaint activity file. Control procedures, guidelines and general information on processing complaints under various Executive orders; correspondence on status of complaints; monthly complaint reports and special analysis of complaint activity.	Break file annually. Destroy when 3 years old. (NARA Job NC-207-76-2, item 8)

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No.	Description of Records	Disposition
6.	Electronic Copies. Electronic version of records created by electronic mail and/or work processing applications.	
a.	Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives that are used only to produce the recordkeeping copy.	Temporary. Delete within 180 days after the recordkeeping copy has been produced. (NARA Job No. N1-207-00-3, item 6a.)
b.	Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Temporary. Delete when dissemination, revision or updating is complete. (NARA Job No. N1-207-00-3, item 6b.)

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No.	Description of Record	Disposition
7	Fair Housing Initiatives Program Records (FHIP)	
a.	Grant Application Files	
1)	Successful Applications. Contains original application, proposed payment schedules, statement of work, ratings, and related correspondence. Arranged numerically. Dates: 1999 to present. Estimated annual volume: 11 cubic feet.	Temporary. Cut off at end of calendar year in which grant is closed. Retire to records center 1 year after cutoff. Destroy 6 years after cutoff. (NARA Job No. N1-207-02-3, item 7.a.1))

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| <p>2) Unsuccessful Applications. Contains original application, proposed payment schedules, statement of work, ratings, and related correspondence. Arranged numerically. Dates: 1999 to present. Estimated annual volume: 22 cubic feet.</p> | <p>Temporary. Cut off at end of calendar year in which grant is closed. Retire to records center 1 year after cutoff. Destroy 3 years after cutoff. (NARA Job No. N1-207-02-3, item 7.a.2))</p> |
| <p>3) Record Copy Grant Case File. Contains copies of successful applications, payment schedules, periodic progress reports, correspondence and other related materials. Arranged Dates: 1999 to present. Estimated annual volume: cubic feet.</p> | <p>Temporary. Cut off at end of calendar year in which grant is closed. Retire to records center 1 year after cutoff. Destroy 6 years after cutoff. (NARA Job No. N1-207-02-3, item 7.a.3))</p> |

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7.	b. Electronic Copies. Electronic version of records created by electronic mail and/or word processing applications for the series contained in this schedule (FHIP Successful and Unsuccessful Grant Applications and FHIP Grant Case Files).	
1)	Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Temporary. Delete within 180 days after the recordkeeping copy has been produced. (NARA Job No. N1-207-02-3, item 7.b.1.)
2)	Copies used for the dissemination, revision, or updating is complete.	Temporary. Delete when dissemination, revision, or updating is complete. (NARA Job No. N1-207-02-3, item 7.b.2.)

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Item No.	Description of Records	Disposition
	as Headquarters Readiness Review Reports, findings and recommendations, performance, training and evaluation reports. These are used to measure progress and accomplishments made on each particular program; and to evaluate the utilization of Regional Office staff resources and their ability to train employees, monitor and evaluate Field Offices.	
18.	Historical Reference Files ("Legal"). Documentation affecting the Fair Housing and Equal Opportunity Program; Executive orders, statutes, articles, and speeches, statements used before congressional committees; public and private organizations, memoranda of understanding; Fair Housing Ordinances and Resolutions; DHUD Equal Opportunity rules and regulations.	PERMANENT. Break series every 5 years beginning December 31, 1976. Maintain on site 10 years. Offer to National Archives when 15 years old. (NARA Job NC-207-76-2, item 18)
19.	Consent Decrees File (Department of Justice) copies. These are unpublished copies of Consent Decrees from the Department of Justice as a result of suits filed in Title VIII pattern or practice cases.	Destroy on site when 5 years old. (NARA Job NC-207-76-2, item 19)
20.	Issuances. Manuals, circulars, instructions, directives, informational releases, speeches, publications, and directories, and organizational charts.	
a.	Official Record Copy. One complete set of each issuance, including amendments and superseded or canceled documents, together with supporting case file if any.	PERMANENT. Retire to Federal Records Center when noncurrent or termination of program. Offer to National Archives 25 years after date file is closed. (NARA Job NC-207-76-2, item 20a)

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Item No.	Description of Records	Disposition
	b. All other copies.	Destroy on site as nonrecord after administrative need no longer exists. (NARA Job NC-207-76-2, item 20b)
21.	Contractors Report File submitted to Headquarters and Regional contract compliance office. Included are Monthly Progress Reports; Contractor's Activity Reports; Post Implementation Reports; Manpower Utilization Report, OF-66; inquiries regarding wage and employment; correspondence and reports regarding noncompliance with contracts. These reports are required of the contractors or subcontractors so as to monitor the implementation of their performance under "Home Town and Imposed Plans" based on requirements in bid conditions; and to insure compliance with Equal Employment Opportunity requirements of Executive Order 11246.	Destroy 2 years after file is closed. (NARA Job NC-207-76-2, item 21)
22.	Data Analysis File. Copies of Regional Office logs containing fair housing and equal opportunity complaint and compliance review activity data and copies of monthly and final sales reports and occupancy reports (aggregate) relating to HUD's Affirmative Fair Housing Marketing Regulations.	Destroy on site 10 years after date of file. (NARA Job NC-207-76-2, item 22)
23.	Questionnaire File (HUD Form 923, Private Lending Institution Questionnaire). Forwarded to member lending institutions of Federal financial regulatory agencies. Data used to develop policy and plans for implementing Federal Fair Housing Laws.	Destroy on site 3 years after file is closed. (NARA Job NC-207-76-2, item 23)

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Item No.	Description of Records	Disposition
24.	Correspondence between Office of Federal Contract Compliance, Department of Labor; Department of Housing and Urban Development and the Office of Fair Housing and Equal Opportunity. Contains copies of rules and regulations on Executive Order 11246, pre-award orders, lists of Compliance Officers Governmentwide, debarred firms; and Departmental consolidated lists of debarred, suspended and ineligible contractors and grantees, and related correspondence.	Break file annually. Maintain on site 1 year after file break. Destroy 3 years after date of file. (NARA Job NC-207-76-2, item 24)
25.	Technical Assistance File (State and local government, funded agencies, and individuals). Correspondence, reports and related documents pertaining to the development and implementation of policies for dealing with State and local government, funded agencies and individuals; requests for technical assistance on technical matters; assistance on housing problems; and related correspondence.	Break file annually. Maintain on site 1 year after file break. Destroy 5 years after date of file. (NARA Job NC-207-76-2, item 25)
26.	General Correspondence File. Consists of general correspondence which does not involve policy decisions relating to the Fair Housing and Equal Opportunity program. Communications between Divisions, Branches, and Sections of DHUD; outside firms, organizations, companies; and other government agencies.	Break file annually. Maintain on site 1 year after file break. Destroy 3 years after date of file. (NARA Job NC-207-76-2, item 26)
27.	Training (General File). Correspondence and documents relating to the overall administration of Fair Housing and Equal Opportunity functions. Includes agenda and materials presented for all Fair Housing and Equal Opportunity Directors,	Break file annually. Maintain on site 1 year after file break. Destroy 3 years after date of file. (NARA Job NC-207-76-2, item 27)

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Item No.	Description of Records	Disposition
	workshops, training needs, surveys and related correspondence.	
28.	Fair Housing and Equal Opportunity Counselors File. Current listings of EEO Counselors, rosters and related correspondence with the Regional Office; copies of pertinent procedural guidelines; original and record copies of correspondence with Field and Headquarters; copies of consolidated reports to Headquarters.	Maintain procedural guidelines and listings in current status. Destroy consolidated reports when superseded or obsolete. Review every 2 years. Destroy all other files after review. (NARA Job NC-207-76-2, item 28)
29.	Reports File. Consists of periodic activity summary reports.	Destroy on site 2 years after date of file. (NARA Job NC-207-76-2, item 29)
30.	Minority Participation Reports File and related correspondence. Reports and correspondence from Regional Offices such as Minority Participation in the Bank Deposit Program, Minority Participation in Section 235 and 236 programs, Housing Management, Property Disposition and other HUD programs; graphs and consolidated reports, and general correspondence from other government agencies.	
	a. Official copy.	Destroy on site when 5 years old. (NARA Job NC-207-76-2, item 30a)
	b. All other copies.	Destroy on site when 2 years old. (NARA Job NC-207-76-2, item 30b)
31.	Minority Consultant Firms and Registry File. Consists of lists of minority consultant firms, registry on minority contractors.	Destroy on site after superseded or obsolete at end of each calendar year. (NARA Job NC-207-76-2, item 31)

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Item No.	Description of Records	Disposition
32.	Voluntary Compliance (Written Agreement) Files.	
a.	Fair Housing Ordinances and Resolutions obtained from cities within Field jurisdictions. HUD requires the cities to submit these ordinances and resolutions to promote open housing in all HUD programs.	Destroy on site when 3 years old if material is obsolete or superseded. (NARA Job NC-207-76-2, item 32a)
b.	Institutional Affirmative Action Plans required from organizations, individuals and local communities who have voluntarily agreed to follow and cooperate with Fair Housing and Equal Opportunity guidelines and program requirements.	Destroy on site 2 years after date of file. (NARA Job NC-207-76-2, item 32b)
c.	Institutional Affirmative Fair Housing Marketing Plan to affirmatively market housing to individuals of similar income levels in the same market area and make available to individuals the like range of choices of housing regardless of race, color, religion, or national origin.	Destroy on site 2 years after date of file. (NARA Job NC-207-76-2, item 32c)
d.	News Media and Proclaimer. Correspondence and agreements with newspapers, radio and television stations and other media of dissemination to develop feature stories on Fair Housing and Equal Opportunity programs.	Maintain on site in current status. Destroy 1 year after date of completed action. (NARA Job NC-207-76-2, item 32d)

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Item No.	Description of Record	Disposition
33. 1.	Systemic and Secretary-Initiated Complaint and Compliance Case Files.	

- a. Systemic Case Files. Consist of complaint and compliance review case files that may be initiated and/or directed from HUD Headquarters and/or Field that are of broader scope than routine investigatory case files. Broader scope may include a geographical focus, industry-wide focus or direct request from Congress. Contains correspondence; interviews; notes; questionnaires; complaints; affidavits; summary; final investigation; or other reports; conciliation agreements; and other related materials. Arranged numerically by case number. Dates: 1994 to Present. Current volume on hand: 8 cubic feet. Estimated Annual Accumulation: 1 cubic foot. (Supercedes NARA Job No. NC-207-76-2, item 1)
- PERMANENT. Cut off at end of calendar year in which case is closed. Retire to Records Center 2 years after cutoff. Transfer to the National Archives 6 years after cutoff. (NARA Job No. N1-207-00-3, item 1)
- b. Secretary-Initiated Case Files. Consist of complaint and compliance review case files that are initiated by the Secretary (or his/her designee) because alleged discriminatory practice cannot be addressed through the standard complaint process. The investigations for the cases may be directed through HUD Headquarters or an Enforcement Center in the Field. Contains correspondence; interviews; notes; questionnaires; complaints; affidavits; recommendation; summary; final investigation; or other reports; conciliation agreements; and other related materials. Arranged numerically by case number. Dates: 1994 to Present. Current
- PERMANENT. Cut off at end of calendar year in which case is closed. Retire to Records Center 2 years after cutoff. Transfer to the National Archives 6 years after cutoff. (NARA Job No. N1-207-00-3, item 1)

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Volume on hand: 1 cubic foot. Estimated Annual Accumulation: 1 cubic foot. (Supercedes NARA Job No. NC-207-76-2, item 1)

2. Routine Complaint Case Files.

- a. Record Copy. Original complaints, affidavits, incoming correspondence, copies of outgoing correspondence, receipts for certified mail, original final investigation reports, conciliation agreements, and other related correspondence and
- Temporary. Cut off at the end of calendar year in which case is closed. Retire to Records Center 1 year after cutoff.

and other related correspondence and materials. Arranged numerically by case numbers. Dates: 1994 to Present. Estimated Annual Accumulation: 120 cubic feet (Nation-wide). (Supercedes NARA Job No. NC1-207-78-5, item 2a)

Destroy 6 years after cutoff. (NARA Job No. N1-207-00-3, item 2a)

- b. All other copies. Supercedes NARA Job No. NC1-207-78-5, item 2b)

Temporary. Cut off at end of calendar year in which case is closed. Destroy 2 years after Cutoff. (NARA Job. No. NC1-207-00-3, Item 2b)

3. Complaint Case Working Papers. Contain background materials and investigators' working papers that are not included in the complaint case file.

Temporary. Cut off at the end of calendar year in which case is closed.

Dates: 1994 to Present. (Supercedes NARA Job No. NC1-207-76-2, item 3)

Destroy 2 years after cutoff. (NARA Job No. N1-207-00-3, item 3)

4. Incomplete Complaint Case Files. Cases that do not proceed to full or regular investigation because of lack of jurisdiction, the charging party cannot be located, or the complaint is withdrawn. Arranged numerically by case number. Dates: 1994 to Present. (Supercedes Job No. NC-207-76-2, item 6)

Temporary. Cut off at end of calendar year in which case is closed.

Destroy 1 year after cutoff. (NARA Job No N1-207-00-3, item 4)

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No. Description of Record Disposition

5. Routine Compliance Review Case Files and Reports. Contain a chronological history of compliance review activity for the case from initiation to final action. Includes findings and recommendations concerning a recipient's compliance or noncompliance with relevant statutes and regulations, including any plan for voluntary compliance and determinations that a need to examine the operations of a recipient exists. May also include exhibits, background documents, and reports. Record copy is maintained at the HUD regional site where the review is initiated. Arranged numerically by case number. Dates: 1994 to Present. Estimated Annual Accumulation: 50 cubic feet (Nation-wide). (Supercedes NARA

Temporary. Cut off at end of calendar year in which case is closed. Retire to Records Center 1 year after cutoff. Destroy 6 years after cutoff (NARA Job No. N1-207-00-3, item 5)

Job No. NC-207-76-2, item 4)

6. Electronic Copies. Electronic version of records created by electronic mail and/or word processing applications.
- a. Copies that have no further administrative value after the recordkeeping copy is made. Include copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. Temporary. Delete within 180 days after the recordkeeping copy has been produced. (NARA Job No. N1-207-00-3, item 6a.)
- b. Copies used for dissemination, revision or updating that are maintained in addition to the recordkeeping copy. Temporary. Delete when dissemination, revision, or updating is complete. (NARA Job No. N1-207-003, item 6b.)

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OFFICE OF FAIR HOUSING & EQUAL OPPORTUNITY (FHEO)

TITLE VIII AUTOMATED PAPERLESS OFFICE TRACKING SYSTEM (TEAPOTS)

System Name: Title VIII Automated Paperless Office Tracking System (TEAPOTS)

System Code: E08A

System Description: TEAPOTS is an automated case management system used to process fair housing discrimination inquiries and complaints nationally. It is used to record cases, develop investigations, provide management reports, and produce case documents for cases filed under Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Act of 1988, and to track other enforcement authorities. It is a real time client-server based application that runs via the Internet/Intranet, residing in HUD Headquarters and is accessible 24 hours a day by authorized users. TEAPOTS currently has a user base consisting of up to 800 possible HUD and business partner case investigators, management and legal staff in 42 HUD offices and 95

state and local Fair Housing Assistance Program (FHAP) agencies (certified by HUD to investigate cases). It is designed for direct entry of data during all phases of an investigation, to eventually eliminate the need for all hard copy documents and allow the transfer of cases and documents electronically from office to office. TEAPOTS supports the Government Paperwork Elimination Act (GPEA), Government Performance and Results Act (GPRA), Clinger-Cohen Act, and other legislative requirements.

Item No.	Description of Records	Disposition
1.	Master Data Files.	
	a. Historical Copy of Master Data Files.	Permanent.
Transfer one	(Include listing of restricted data fields.	copy of the entire
TEAPOTS'	Restrictions remain in place until 30	electronic Master
Data Files	years after transfer to the National	to NARA every 5
years	Archives and Records Administration (NARA).	beginning in 2002
and prior to		system data
purging. (NARA		No. N1-207-03-2,
item 1a.)		

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TITLE VIII AUTOMATED PAPERLESS OFFICE TRACKING SYSTEM (TEAPOTS)

Item No.	Description of Records	Disposition
	b. On-Site Master Data Files.	Temporary. Delete or overwrite when
superseded,		obsolete, or no longer
needed		for administrative,
legal, or		fiscal reference. (NARA
No.		N1-207-03-2, item 1b.)

2. System Documentation.

NARA to (NARA 2a.)	a.	Record Copy Documentation. Contains user manuals that describes the function and usage of the system; data dictionary that provides a listing of field names, terms used in TEAPOTS, and their definition; TEAPOTS Q & A describing the system, how it works, the type of help available through the system and other related facts; office codes for offices and FHAP agencies who use TEAPOTS; and other related materials as appropriate.	Permanent. Transfer all system documentation with TEAPOTS electronic Master Data Files to every 5 years and prior system data purging. No. N1-207-03-2, item
	b.	Reference Copy System Documentation. Contains reference copies of user manuals that describes the function and usage of the system; data dictionary that provides a listing of field names, terms used in TEAPOTS, and their definition;	Temporary. Delete or overwrite when obsolete, or no longer needed for legal, or fiscal (NARA No. N1-207-03-2, item 2b.)

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TITLE VIII AUTOMATED PAPERLESS OFFICE TRACKING SYSTEM
(TEAPOTS)

Item No.	Description of Records	Disposition
	TEAPOTS Q & A describing the system, how it works, the type of help available through the system and other related facts; office codes for offices and FHAP agencies who use TEAPOTS; and other related materials as appropriate.	
3. needed or	Input Screens. Web template screens.	Temporary. Delete or overwrite when superseded, obsolete, or no longer for administrative, legal,

No.		fiscal reference. (NARA N1-207-03-2, item 3.)
4.	Outputs. Regular and ad hoc reports and outgoing form letters.	Temporary. File to designated record series or delete when no longer needed for administrative, legal, or fiscal appropriate. (NARA No. N1- 207-03-2, item 4.)

5.	Backups.	
	a. Mirror Database. Copy of on-line database that is periodically updated superseded that resides on the TEAPOTS server.	Temporary. Delete or overwrite when or obsolete. (NARA No. 207-03-2, item 5a.)

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TITLE VIII AUTOMATED PAPERLESS OFFICE TRACKING SYSTEM
(TEAPOTS)

Item No.	Description of Records	Disposition
	b. Backup Tapes.	Temporary. Delete or overwrite when obsolete. (NARA No. N1- 03-2, item 5b.)

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